

ATTACHMENT K

Written Responses to Proposer Questions and/or Requests for Clarification

1Q.) *Is it the intent of the State of Arkansas to contract primarily with local suppliers and resources who do not travel? How will this impact the available opportunities for non-local companies to win the potential SOW's?*

1A.) It is our intent to contract with the most qualified vendors at the most competitive rates, regardless of locale.

2Q.) *Are you interested in knowing what skills sets would be provide by the Prime i.e. SAP and what skill sets would be subcontracted?*

2A.) No.

3Q.) *Due to the skill set nature required, the majority our proposed candidates will not be local and the cost of travel and expenses added into the hourly rate. Are you interested in the % cost of travel in each rate so that you can do a comparison of actual rates?*

3A.) No.

4Q.) *Should a company be awarded a contract, will all suppliers awarded have the opportunity to bid on each SOW? Who will make the award selection?*

4A.) Yes. The requesting manager and any other personnel he or she deems appropriate shall review the resumes, interview the selected candidates, and shall select the candidates for hire.

5Q.) *Many of our candidates have extensive functional and technical credentials to meet the required SAP skills but may not have the Public Sector solution credentials. How much does this negatively impact our ability to win an SOW post potential award?*

5A.) If candidates are submitted who do not meet the required and/or preferred skill sets and experience, as outlined in a Statement of Work, it would negatively impact the ability of those candidates to be hired.

6Q.) *Attachment A, Section E, Subsection 6, first sentence: Is the State open to negotiations by adding the following comments at the end, “, except for any act or omission by Contractor’s employee acting at the direction of State and/or its officers, directors, employees or agents, whether such direction is explicit or implicit.”?*

6A.) No.

7Q.) *I assume that on the references where 2 originals are required that it is okay to have 1 of the 10 copies marked as original and the 2 original copies for each reference would be in this copy, and the remaining 9 copies would have copies. Is this a correct assumption?*

7A.) Yes.

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- 8Q.) *Please clarify the specific public sector/government experience you prefer a consultant has in Attachment H - profiles: 25-36. Would experience in higher education implementations suffice as public sector experience?*
- 8A.) If the higher education implementation experience is closely related to public sector (i.e. state government) experience and unless otherwise specified in the Statement of Work, then it may suffice. Ultimately, however, it would depend on the specific contractor skill set and experience requirements outlined in the SOW.
- 9Q.) *In the RFP Announcement, Section IV-C on page 20 references "Official Station" - Please define "Official Station"? Also, please confirm that the hourly rates should include travel and expenses?*
- 9A.) Please refer to Attachment A., Section 4.a.-d. for information regarding the "Official Station". Yes, all proposed hourly rates must be inclusive of all expenses.
- 10Q.) *If we intend to use sub-contractors, when do we have to notify you of who our subcontractors will be?*
- 10A.) Please refer to Section II.F. for information regarding subcontracting.
- 11Q.) *Section VI A.: It is stated that we should label our answers the same way as they are numbered in the RFP. I understand then that the first section of our Proposal will have to be numbered as VI.B.1. Is that right?*
- 11A.) Please refer to Section V. for instructions on mandatory requirements. VI.B.1. is not the first section that requires a response.
- 12Q.) *Do we have to return any attachments received with RFP other than Attachment B (IT Professional Services Cost Proposal Table) and Attachment L (IT Professional Services References Information Questionnaire)? Also, while submitting these two along with our proposal, should we label them the same way (Example: Attachment B) as in the RFP?*
- 12A.) Attachment B (IT Professional Services Cost Proposal Table) must be submitted as a separately sealed proposal. Please refer to Section II.A. for instructions on the submission of the cost proposal. Please refer to Section VI.C. for instructions on the submission of Attachment L.
- 13Q.) *We are required to add a lot of supporting documents with our proposal. Can we name them as Annexure A, B and so on?*
- 13A.) Yes, unless otherwise specified in the RFP.
- 14Q.) *Section VI.C.1.e: We are required to provide two references for every client. Does it mean that we have to get Attachment L filled out by two distinct individuals form the same client or we have to get only two original Attachment L from one individual from the same client? If this has to be from [two] distinct individuals from one client, we propose to get these from two individuals who are likely to be from the same department in the client organization like Contract Administration or IT Department. Because individuals from the other departments may not be in*

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- a position to answer/comment on all the issues addressed in Attachment L. Is it acceptable?*
- 14A.) Proposals must contain questionnaires from at least two different individuals for each client listed. It is not a requirement that each of these individuals represent different departments within the client organization; however, they must have knowledge of the Proposer's performance to complete the questionnaires.
- 15Q.) *Is there a current vehicle in place for agencies to procure the services sought in this RFP? If so, could you tell us who are the vendors? How much business (in terms of dollars) spent last year under the contract? How much is expected this year*
- 15A.) Under the original RFP (No. DIS-083001), contracts were awarded to Cook Systems, eJiva, Ciber, Comforce, and SCB. They expire 06/30/03. Of the \$26.3 million appropriated under these contracts, we have spent approximately \$18 million to date.
- 16Q.) *How many vendors do you anticipate awarding the contract?*
- 16A.) Please refer to Section I, Paragraph 5.
- 17Q.) *Are agencies required to use this contract?*
- 17A.) No.
- 18Q.) *Can we include an executive summary reviewing the state's needs and highlighting the company, services, and approach?*
- 18A.) The proposal must follow the format, as outlined in the RFP. Please refer to Section III.D. for requirements regarding the Proposer project plan.
- 19Q.) *We are company headquartered in another region of the US servicing nearly 20 other state governments, what would be expected of us? Are you expecting us to have an office in the state and should we have consultants employed or used out of that office?*
- 19A.) The Proposer's company organization and management structure is not mandated in the RFP. It is our intent to contract with vendors who can provide qualified candidates capable of performing services when and where required.
- 20Q.) *Is a comprehensive Dun & Bradstreet report sufficient to demonstrate financial stability? If financial statements are required, will an audited state for 2000 or un-audited financial statements for 2001 be sufficient?*
- 20A.) As outlined in Section VI.B.6., please provide the latest audited annual financial statement.
- 21Q.) *Could you please advise us what to do in the situation where the clients we have used subcontractors are declining to be a reference because of their company policy not to do so or the confidential nature of the project or the contact is no longer available?*

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- 21A.) It is the Proposer's responsibility to provide all required references. As outlined in Section VI.C.1.e., "Failure to submit at least two reference information questionnaires for each client listed will result in a score of zero for that client."
- 22Q.) *In the bidder's conference it was stated that we could present multiple experience references, more than the 3 stated. We would need to have the reference forms filled out on each of these, with 2 being the minimum per reference. In reviewing Attachment C section 5 sub section VI.C.1 of the evaluation process, it only provides evaluation points for 3 references. How will points be awarded for additional references, above the 3 required?*
- 22A.) In reference to section VI.C., proposers must list 3 of the most recent clients (within the past three [3] years). As set forth in the evaluation criteria, only three (3) examples of proposer experience will be scored. However, multiple Reference Information Questionnaires may be submitted (but at least two must be completed by different individuals for each of the 3 clients listed).